

Instructional Responsibility Policy for UW Bothell

One of the University of Washington Bothell's highest priorities is to provide superior instruction to its students. Instruction takes many forms, and classroom instruction varies. To accomplish the campus mission, faculty need to be available to students and courses need to be scheduled across the year and in patterns that maximize student access.

The campus, the schools, and programs are responsible for ensuring that these objectives are met. In so doing, each academic unit shall establish its appropriate teaching requirements and implement them. It is expected that faculty members who are fully funded from instructional budgets will be in residence (except when on approved leave) and will have assigned classroom instructional responsibilities in every quarter when so supported. Faculty members who are partially supported from instructional funds will have proportional instructional responsibilities.

Schools may not adopt policies which relieve faculty of their classroom responsibilities in quarters when they are supported by instructional funds. To meet the University's other responsibilities, it may be appropriate in exceptional situations for a faculty member to have no classroom teaching assignment in a particular quarter and to have his/her classroom load distributed across the remainder of the year. This policy excludes summer quarter. Each such exceptional arrangement must be requested in advance and approved by the appropriate division chair (if applicable), Dean, and Vice Chancellor for Academic Affairs.

Schools will report annually through the Vice Chancellor for Academic Affairs to the Provost on their implementation of this policy, detailing how courses and instruction are distributed across the academic year and among the faculty.

To request a waiver, fill out the UWB Instructional Responsibility Policy Form. This form will generate an automatic email to the Division Chair/Dean, who can then add their approval and forward to the Vice Chancellor for Academic Affairs. UW Academic Human Resources provides further information on the [Instructional Responsibilities Policy](#).